

**(1) Information for awareness and records**

**Unit Name:**

**Date:**

Sl.No	Objective of Unit	Services offered by Unit	Remarks

Signature of the Head of Unit

Each unit should identify :

1. What is the nature of information that should be shared that can help citizen avail the benefits under their programmes better
2. What is the nature of information that must be shared with citizens to honor pro-active disclosure of records